

THE HOME Events Coordinator

(Maternity Cover)

INFORMATION FOR
PROSPECTIVE CANDIDATES



**Keswick
Ministries**

HEARING BECOMING SERVING

Introduction and Context

Keswick Ministries is a Christian organisation based in the heart of the Lake District. Since 1875, Christian believers have gathered in Keswick for an annual Convention where they can *Hear God's Word, Become like God's Son, and Serve God's Mission*. This summer, we welcomed around 10,000 adults and 3,500 children to the event.

The Convention is beloved by Christians across the UK and far beyond, with associated events taking place around the world. It is known for its rich and faithful bible teaching and Christian fellowship in the heart of a beautiful national park. It is completely free to attend, making it as accessible as possible to all.

Keswick Ministries is growing: the Convention is becoming increasingly popular for children and young people, and with the acquisition of a fantastic large site in the heart of Keswick we are developing our year-round ministry to serve and bless the church.

In addition to the flagship Convention, we also produce resources, both printed and digital, that point to Christ and help with daily discipleship. We have year-round ministry events to feed God's people. We are also a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.

By God's grace, we now have a broad campus of buildings and properties that we use for events throughout the year, both for ministry and commercial use. These are marketed under The Pencil Factory brand. We have a growing events team who host and facilitate this, which is where this current role fits.



Letter from the Director of Business Operations

How great it is that we get to steward this amazing location and resource. As we seek to do so across the year and thus maintain the home of Keswick Ministries ready for Convention, we host many events: small to large; active to cerebral; local to national.

I'm delighted that the events team, under Helen's leadership, manages this process, and in 2026 we already have more than twice as many bookings as 2025. As you read this pack, please consider whether you might be the person to help us, and be part of this functional - yet faithful! - endeavour.

In Him,



Mike Causey

Letter from Events Manager

We are seeking an events enthusiast with an eye for detail to provide cover while our valued and experienced events co-ordinator is on maternity leave. We are blessed to have this amazing site to offer to our clients and to support them as we plan and host their events. The team at The Pencil Factory have carefully built a reliable and trustworthy reputation for quality and service and we are delighted to see clients returning to book year-on-year as a result.

If you are welcoming, organised and a great communicator, I look forward to reading your application.

In Him,



Helen Jackson

Events Coordinator (Maternity Cover)

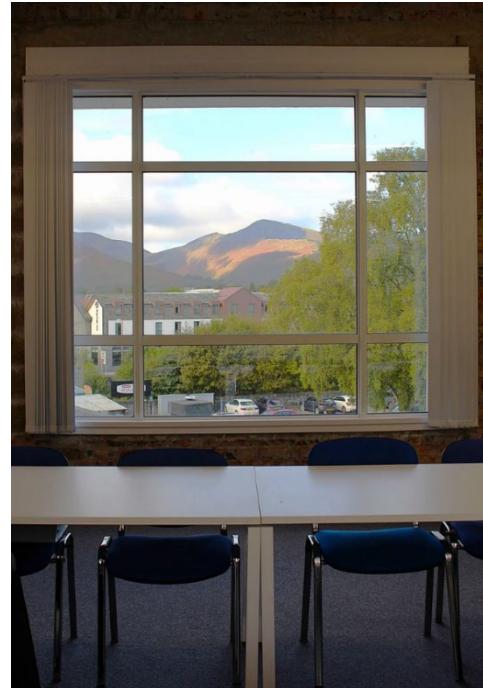
Role Description

Working hours: 1 year, full time, fixed term contract, 37.5 hours per week

Starting date: 1 April 2026

Location: The Pencil Factory, Keswick, Cumbria

Reports to: Events Manager



Job Purpose

The Event Coordinator is responsible for planning, organising, and delivering all types of event bookings from initial enquiry through to successful completion. This role involves liaising with clients, suppliers, and internal teams to ensure each event is carefully planned, well prepared, and delivered to a consistently high standard for both returning and new clients.

Responsibilities include:

Enquiries:

- Making official contact with potential clients.
- Arranging site visits – flexible to accommodate client's needs.
- Phone conversations / email communication to assess event needs.
- Producing event / hire quotes using pricing structure, to be approved by line manager.
- Communicating and agreeing pricing with client and following up with booking form / deposit invoice to secure booking.

On-site co-ordination

- Submitting room setup requirements to Site Team and signing off completion.
- Pre-event checks of venue / car parks / access.
- Opening Site / Meeting Client / Communicating Fire, Safety and Site Procedures to Client.
- Host or organise Caterer / refreshments.
- Conducting site closure procedure.
- Recording and submitting maintenance requests to Site team
- Sending out feedback forms to clients to ensure continuous improvement and reviewing events internally with Facilities Team.

Person Specification

Essential Skills & Abilities

- Excellent interpersonal and communication skills, both written and verbal. An ability to communicate in a way that is gospel-focused and grace-driven, whilst delivering business needs.
- Strong organisational and time-management skills.
- Ability to manage multiple tasks and priorities simultaneously.
- Confident user of Microsoft Office software.
- Ability to deal with all types of customers.

Essential Personal Attributes

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Empathetic and approachable with a genuine passion for customer satisfaction.
- Highly organised with strong attention to detail.
- Flexible approach to working hours, including evening and weekends when needed.
- Proactive and solution-focused with a flexible approach.
- Ability to work independently and as part of a team.

Desirable Criteria

- Previous experience in event co-ordination, hospitality or customer service.
- Proven ability to plan and co-ordinate events from start to finish.
- Knowledge of UK Food Hygiene and Health and Safety procedures.
- Strong working knowledge of audio, lighting, video, and staging equipment.
- Experience coordinating events with AV or technical elements.
- Strong problem solving skills with the ability to react calmly under pressure.

Key Details

Contract – This is a **full-time, fixed-term (maternity cover) contract for a period of 12 months**, to run from April 2026 to March 2027.

Hours – Full time 37.5 hours per week, including some evenings and weekends as required to accommodate clients and bookings.

Location - Based in The Pencil Factory, Keswick. The normal working pattern: Staff work in the Keswick office Tuesday to Thursday, and where practicable, from home Monday and Friday.

Salary – £26-28k per annum depending on experience

Pension – 8% employer contribution and Salary Sacrifice option

Holidays - 25 days plus bank/public holidays. This includes four days between Christmas & New Year

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law. **Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to Keswick Ministries statement of beliefs and values.*

Start Date: 1 April 2026

How to apply – Please send a **CV**, a **cover letter** as to why you want this role and completed **application form**. An application form is available from:
keswickministries.org/join-the-team/. Please send these three items to
jobs@keswickministries.org

If you require any further information about this role, please email Amy on
jobs@keswickministries.org

Closing Date – Monday 16 February 2026 5pm

Interviews – Monday 23 February 2026